

## LAKEHURST BD OF ED-02902500 - Corrective Action Report

| Section                            | Form subsection                                  | Site Name  | Question # | Due Date   | Status       |
|------------------------------------|--|--|------------|------------|--------------|
| Certification and Benefit Issuance | Certification and Benefit Issuance               |  | 126        | 03/19/2020 | CAP Accepted |
| <b>Corrective Action History</b>   | CAP Accepted Casey Miller 03/20/2020 10:31 AM    | CAP Accepted   |            |            |              |
|                                    | CAP Submitted BARRY PARLIMAN 03/18/2020 01:19 PM | The Determining Official will re-familiarize themselves with the guidelines for determining applications and will be more diligent when making application determinations for the LEA.   |            |            |              |
|                                    | Flagged Casey Miller 02/19/2020 03:15 PM         | <p>Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications.</p> <p>Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1.) The SFA must indicate the date of correction for all application errors. Please put a corrective action response in this comment box and indicate the date of correction under the "Corrections"--&gt;"Errors" tab.</p>  |            |            |              |
| Verification                       | Verification                                     |  | 208        | 03/19/2020 | CAP Accepted |
| <b>Corrective Action History</b>   | CAP Accepted Casey Miller 03/20/2020 10:31 AM    | CAP Accepted   |            |            |              |
|                                    | CAP Submitted BARRY PARLIMAN 03/18/2020 01:25 PM | The Determining Official will make sure that the applications for verification will be presented to the Certifying Official in a timely manner so that all applications can be reviewed for accuracy and comply with all regulations immediately.  |            |            |              |
|                                    | Flagged Casey Miller 02/19/2020 03:18 PM         | <p>A confirmation review must be conducted on the applications selected for verification. The Confirming Official must sign the applications selected prior to them being verified. The confirmation review check box on the Verification Tracker should also be checked.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b></p> |            |            |              |
| SFA On-Site Monitoring             | SFA/Sponsor On-Site Monitoring                   |  | 900        | 03/19/2020 | CAP Removed  |
| <b>Corrective Action History</b>   | CAP Removed Casey Miller 02/11/2020 04:18 PM     | CAP Removed  |            |            |              |
|                                    | Flagged BARRY PARLIMAN 10/18/2019 11:47 AM       |  |            |            |              |
| Group 1: CA Count (2)              |  |  |            | 03/19/2020 | CAP Accepted |

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|                                  | <b>Section</b>                                   | <b>Form subsection</b>  | <b>Site</b>    | <b>Question #</b> |        |
|                                  | Meal Counting and Claiming - Day of Review       | Meal Counting and Claiming - Day of Review  | LAKEHURST ELEM | 320               |        |
|                                  | Meal Counting and Claiming - Review Period       | Meal Counting and Claiming - Review Period  | LAKEHURST ELEM | 325               |        |
| <b>Corrective Action History</b> | CAP Accepted Casey Miller 03/20/2020 10:30 AM    | CAP Accepted  |                |                   |        |
|                                  | CAP Submitted BARRY PARLIMAN 03/18/2020 01:41 PM | Effective 2/11/2020, when the family style lunch is being served to our preschool students, a lunch count sheet will be sent with the lunch cart. Every server will check off the meal that was served to each applicable student on this sheet. These sheets will then be returned to the cafeteria and the data will be entered into the POS. These sheets will then be retained in a notebook for auditing purposes.   |                |                   |        |
|                                  | Flagged Casey Miller 02/19/2020 03:17 PM         | <p>Daily lunch meal totals, by category, must be correctly counted, combined and recorded. An accurate count of reimbursable meals served, by eligibility category, must be taken at the point of service for pre-K lunch in the classroom. Point of service means that point in the food service operation where a determination can be made that a reimbursable free, reduced price or paid meal has been served to an eligible child. When the SFA's meal counting process involves several steps, multiple transfers of counts from one document/computer to another and/or many different sub processes within the main meal counting process, there is more likelihood of errors occurring. The meal counting process should be streamlined and consistently provide accurate counts.</p> <p>The state agency has determined that the inaccurate method counting, combining, and recording of meals for pre-k lunch in the classroom is an ongoing systemic problem. Fiscal action will be taken. An over claim may be assessed.</p> <p>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. <b>Indicate the date of implementation.</b></p> |                |                   |        |